

DELAWARE TRANSIT CORPORATION

POSTING NO 084-2020

POSITION VACANCY POSTING

**CURRENT EMPLOYEES**

DATE OF POSTING January 21, 2020

CLOSING DATE January 28, 2020

METHOD OF APPLICATION:     **BID FORM**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **January 28, 2020**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION(S) #: 188 JOB CODE #: \_\_\_\_\_

POSITION TITLE Mechanic Helper

PAY GRADE \_\_\_\_\_ PAY RATE \$23.93 PAY RANGE \_\_\_\_\_  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Operations  
SECTION Maintenance

CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR X 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C \_\_\_\_\_

SCHEDULED HOURS: Midnight – 8:30am

SCHEDULED DAYS: Friday - Tuesday  
OFF Wednesday & Thursday

**SUMMARY OF POSITION:**

The Mechanic Helper is responsible for general maintenance on vehicles and equipment to include the minor repair of both interior and exterior components. Assist Mechanics in the diagnosis, repair and replacement of major vehicle components. Responsible for the daily assignment and control of vehicles in support of service requirements.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **[www.dartfirststate.com](http://www.dartfirststate.com)**

EQUAL OPPORTUNITY EMPLOYER

**"Application must specifically address each Preferred Qualification"**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

Effective: July 26, 1986

Updated: April 30, 1987  
Updated: September 1, 1991  
Updated: September 27, 1993

**Local 842, ATU**

**DELAWARE TRANSIT CORPORATION**

**POSITION TITLE:** MECHANIC HELPER

**NATURE OF WORK PERFORMED:** Responsible for general maintenance on vehicles and equipment to include the minor repair of both interior and exterior components. Assist Mechanics in the diagnosis, repair and replacement of major vehicle components. Responsible for the daily assignment and control of vehicles in support of service requirements. Perform functions of lower classification

**RESPONSIBLE TO:** FLEET AND EQUIPMENT FOREMAN

**MINIMUM EDUCATION  
AND/OR EXPERIENCE  
QUALIFICATIONS:**

High School Graduate or Equivalent with minimum of one (1) year of mechanical experience in Heavy Duty Diesel Maintenance. Obtain passing score on entry classification test and demonstrate proficiency skills for the specific responsibilities of this classification. Possess a valid class B Commercial Driver's License.

**SPECIFIC  
RESPONSIBILITIES**

1. TECHNICAL
  - a. Perform minor maintenance on all vehicles and equipment.
  - b. Perform interior maintenance on vehicles to include removal and replacement of equipment.
  - c. Perform exterior maintenance on vehicles to include body panels, mirrors, lighting, windshield wiper system, glass, and bumpers.
  - d. Perform tire maintenance to include mounting/dismounting, repair, regroove, balance and match all changes. Report all tire changes by serial number to Inventory Control.
  - e. Perform general body panel repair and painting.
  - f. Perform road calls to include towing by wrecker when required and general repair of vehicles off site.
  - g. Assist Mechanics in the performance of major vehicle component repairs.

2. COORDINATION

- a. Coordinate with the availability of parts and materials with Inventory Control for assigned task.
- b. Coordinate all work order completions with the Fleet and Equipment Foreman.

3. SAFETY

- a. Comply with all DART Safety Policies. Wear appropriate safety protective equipment i.e., goggles, gloves, steel-toed shoes, as designated by the DART System Safety Program.
- b. Report safety hazards to the Fleet and Equipment Foreman.

4. GENERAL

- a. Comply with training and testing necessary to maintain technical proficiency and certification requirements.